

Chapter 20

ADMINISTRATIVE PROCEDURES

| <u>Section</u> | <u>Page</u> |
|----------------|---|
| 21 | Established Ordering Channels |
| 21.1 | Initial Response Dispatching Procedures |
| 21.2 | Ordering Procedures |
| 21.3 | ROSS (Resource Ordering & Status System) |
| 21.4 | Resource Tracking |
| 22 | Overhead/Crew |
| 22.1 | Crews |
| 22.1.1 | Casual Hires |
| 22.2 | Incident Management Teams (IMT) |
| 23 | Equipment/Supplies |
| 24 | Aircraft |
| 22.4.1 | Flight Following |
| 22.4.2 | Aircraft Accident/Incident Reporting |
| 22.4.3 | Overdue & Missing Aircraft |
| 25 | Predictive Services |
| 23.1 | Incident Status Summary (ICS 209) |
| 23.2 | Interagency Situation Report (SIT) |
| 23.3 | Daily Resource Status |
| 23.4 | Overhead Availability |
| 23.5 | Prescribed Fire Notification |
| 23.6 | ILC Annual Report |
| 23.7 | Illinois Interagency Dispatch Center Preparedness Levels |

21. Established Ordering Channels

The Illinois Interagency Dispatch Center will coordinate movement of all resources utilized within the centers **dispatch** boundaries.

21.1 Initial Response Dispatching Procedures

Reporting of Incidents: Real time intelligence is a necessity. Good communication is the key to intelligence. Incident size-up information is critical in priority setting and should always be utilized. All unites providing size-up information is required to use the Shawnee National Forest/Crab Orchard Wildlife Refuge Incident Organizer. The following information is to be reported to the Dispatch Center:

1. Name, location, and phone number of reporting party
2. Location of report (legal description, geographic, etc.)
3. Proximity and threat to structures
4. Color of smoke
5. Fuel type
6. Adjacent fuels
7. Position on slope
8. Natural barriers present
9. Direction and rate of spread
10. Initial attack action being taken and by whom

Based on this initial report, ILC will respond with the appropriate resources as identified by the initial response guidelines. Following mobilization, dispatch will notify the duty officer. The dispatch centers responsibility is to promptly respond resources to all incidents so initial intelligence can be gathered and fire management decisions can be made. The Duty Officer's responsibility is to oversee all suppression operations for the purpose of establishing priorities when there is competition for resources, when multiple fires exceed available resources and to ensure the appropriate agency administrator has been notified.

All incidents will be reported to the Illinois Interagency Dispatch Center, the IA Dispatcher, **Dispatch** Center Manager, unit FMO or Duty Officer. Initial response will not be delayed over questions of ownership. The intent is to respond resources to determine ownership, conduct an initial size-up, and to take prompt appropriate action if the jurisdictional agency approves.

21.2 Ordering Procedures

The Illinois Interagency Dispatch Center may order initial attack resources direct from an adjoining Dispatch center which includes Missouri-Iowa and Indiana. Per the EAMG, all resources initially ordered under these agreements and remaining on the incident beyond initial attack, must be formally ordered through EACC. These centers can also order resources directly from ILC.

Resource ordering standards apply for the movement of all resources. Resources mobilized from a neighbor cannot be reassigned to another unit's incident or be put in standby status, without prior approval from the sending unit. When a resource is unavailable from a neighbor, the order will be placed with EACC. Resources mobilized through EACC are not available for neighborhood ordering.

21.2 ROSS (Resource Ordering and Status System)

All resources being mobilized outside of the Illinois Interagency Dispatch Center of influence will be processed in ROSS (except when ordered under above agreements). All red-carded fire personnel will report availability via Web Statusing in ROSS <http://www.fs.fed.us/r9/forests/shawnee/fire/>. Individuals should report to ILC changes to their availability as it occurs. If an individual is available, it is assumed that they have their supervisor's permission to go on a fire assignment and that they are personally available to go anywhere unless specifically indicated otherwise

21.3 Resource Tracking

The movement of personnel and/ or equipment between units shall require that both sending and receiving units be responsible for safety of the personnel and equipment involved. Resources dispatched internally and externally will have a Chief of Party. ILC will appoint the Chief of Party to each group of resources. Chief of Party will normally be the single resource boss of the engine or crew, or in the case of several miscellaneous overhead being mobilized together, ILC will designate an individual. The Chief of Party will be supervised by an ILC dispatcher until arrival at their destination for all resources mobilized. The Chief of Party is responsible for all personnel assigned on the manifest list. The Chief of Party is required to call ILC while enroute to incidents (only if driving) and upon arrival. This may be done during stops for fuel or meals. At a minimum it will be done at RON location and upon arrival at their final destination. This will assist in resource tracking and facilitate the ability to divert resources while enroute.

ILC will make all airline travel arrangements for resources mobilized to an incident.

22. Overhead/Crews **General**

All overhead and crew requests will be processed through the Dispatch Center. For in-area and out-of-area requests from Eastern Area Coordination Center, ILC dispatchers will call qualified personnel within their area of influence. It is essential that only qualified red-carded personnel be dispatched and that they have supervisor approval.

No movement of resources shall be done until a resource order has been received by ILC. The dispatch center will advise unit FMO's who in turn will contact unit resources for mobilization. ILC will then fax or email the resource order directly to the individual filling order.

ILC will coordinate all air and ground transportation to incidents. Under no circumstances shall individuals take it upon themselves to make any travel arrangements without confirmation from the dispatch center.

All resources are expected to be self-sufficient when going on assignments. If a resource is unable to be self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made.

Resources are expected to have their Redcards with them at all times.

22.1 Crews

ILC has 2 crews available for dispatch, Midewin Hotshot Crew and the Illinois Interagency Type 2 or Type 2IA crew. Requests for these crews will be processed through the dispatch center. Positions on the Illinois Interagency Crew will be filled by all participating agencies. Shawnee National Forest District FMO's, Midewin National Tall Grass Prairie FMO, FWS South Zone FMO, Lincoln Home National Historic Site Superintendent, and the Illinois State Forest Fire Supervisor, will provide dispatch with names of individuals available for crew assignment. If there is a need for Casual Hires to complete the crew, ILC will contact individuals who are signed up as AD's. Based upon the input from the above agencies, the dispatch center will make a determination of the crews' availability (Type 2IA or Type 2). After a request for the crew has been made, the dispatch center will make the appropriate unit contacts (SHF, ILS, NPS, FWS, MPF). Each unit has a reasonable amount of time to report back to the dispatch center on the availability of its resources. If no report is received within an agreed amount of time, the dispatcher will fill the positions from neighboring dispatch centers or casual hire list.

Passenger Cargo Manifest will be completed for all crew mobilizations and a hard copy faxed the EACC. Crew rosters will be put into ROSS.

If the crews are mobilized out of area and transportation is by air then the following applies:

- Canteens are to be emptied before boarding aircraft
- Crews will be weighed before departing (Allowable wt 5100 pounds)
- Fuses are not allowed on board an aircraft or on commercial ground transportation
- Gas containers and saws must be emptied and purged prior to boarding an aircraft or commercial ground transportation
- Shifting of equipment personal gear between crew members to equal out weights will not take place.
- Knives/multi-tools must be stowed with gear on commercial flights.
- On commercial flights, all gear will be checked (due to baggage restraints)

Illinois Interagency Crew and Midewin Hotshot crew mobilization and demobilization protocol:

- ILC will notify the Midewin FMO and crew superintendent/crew boss of pending order once it has been confirmed that a bona fide order has been received. From that point on, all communications concerning the order will be with the crew superintendent/crew boss.
- Prior to departure, a correct and up to date manifest will be provided to dispatch
- Prior to departure, travel will be discussed with ILC (route of travel, RON spots, vehicle ID's, etc)
- For both Crews, there will be not less than 18 and no more that 20 crewmembers.
- Check in with the receiving dispatch or ILC at each fuel stop while in travel status to ensure that the order has not been changed, the crew has not been diverted, or there is new information concerning the reporting location. If the order is cancelled and you are returning, advise Illinois Interagency Dispatch Center.
- While on assignment if any member(s) of the crew are demobilized for whatever reason, ILC will be notified and given the specifics and the travel home. This should include reason for early demobilization (general), method of travel home, route, RON, and ETA.
- Notify ILC upon release from incident and upon arrival back from an incident. Individuals will be responsible to go back into ROSS and change their availability status.
- No crew member will be mobilized that cannot commit to the full 14 days, unless it is negotiated with the receiving unit through the dispatch system and or approved by the FMO prior to mobilization. Communication with ILC concerning this situation is essential.
- If fill-ins are need, the ILC will place the order so that they can be tracked. Name requests for fill-in's may be accepted and then dispatch will place the order for them. If name requesting someone it is assumed that they have been contacted and are available. Location (Home Unit), Name of person and a contact phone number needs to be provided to dispatch prior to the implementation into ROSS.
- Ensure time sheets are completed up to date prior to assignment.
- Notify FMO or dispatch if there are things that could pose a possible impact to local fire operations during absence (i.e.: deliveries, the need for access to the facilities for service personnel, etc.)
- A prepared Passenger and Cargo Manifest will be completed and given to ILC and the CRWB will take a copy with them.
- Copies of Casual Hire forms will be given to AD's prior to departure.
- Evaluations of all crewmembers will occur prior to crew disbursement.

22.1.1 Casual Hires

- Mobilization of all crews will be from the Illinois Interagency Dispatch Center, therefore it is responsibility of each individual, mobilizing as part of the crew, to report to the Dispatch Center by designated time which is where their point of hire will occur and their time in pay status will begin.
- In order for personnel to mobilize on a crew, all necessary documentation must be turned in, at the very least, a week prior to crew deployment. Last minute documentation will no longer be accepted in order to go with crew
- Each Casual Hire will have completed their hiring paper work prior to reporting for an assignment.
- Illinois Interagency Dispatch Center will reserve motel rooms for individuals arriving the night before the designated reporting time.
- * Work Rest Guidelines will be followed without exception.

22.2 Incident Management Teams (IMT)

The Illinois Interagency Dispatch Centers currently supports a Type 3 team. The team is formed from individuals from cooperating agencies. Team positions that cannot be filled locally will be ordered through the neighborhood ordering process or through EACC.

Team configuration will vary from fire to fire, but the on call team generally consists of:

- ICT3
- OSC3 (STLD/TFLD qualified)
- LSC3 (SUPL or BCMG qualified)
- PSC3 (RESL or SITL qualified)
- Other positions will be filled at the discretion of the IC and FMO

23 Equipment/Supplies

All requests for Equipment will be placed using ROSS. All requests for incident supplies will be placed using ROSS or on a resource order form and processed through the dispatch center. This applies to ongoing incidents, critical initial response needs and NFES only items being charged to a fire number. Replacements of supplies that are related to an incident are required to be ordered at the incident. If the incident is unable to provide the replacement(s) they will issue authorization, Incident Replacement Requisition, form NFES 1300, for the home unit to replace the items. This authorization is the only authority the home unit has to charge to the fire "P" Code.

- Submit your request to ILC within 10 days from the time you returned home from the incident, where you will receive a Supply request form for payment purposes.
- Replacement of supplies related to more than one fire must have separate authorizations.

- The Mississippi Bluffs Ranger District will coordinate replacement of items from the Forest Cache. Units may request items from the forest cache directly or by contacting the FMO. (Reference chapter 70)
- SHF Prescribed Fire Cache needs will be placed with the dispatch center for tracking purposes

24 Aircraft Ordering Procedures

Aerial Detection

All requests for aerial detection for ongoing incidents or after weather related activity, should originate from the field unit, coordinated with the Duty Officer and Forest Aviation Officer, and then placed through proper dispatch channels. ILC will then initiate procedures to acquire the appropriate aircraft through the Forest Service Agreements list. ILC will flight follow all aircraft according to agency guidelines.

Air Tankers, Lead Planes, and Helicopters

All air tanker, lead plane and helicopter requests will be placed through ILC. The acquisition of aircraft will follow agency guidelines. Flight following will be conducted through ILC.

Mission Flights/Special Use Flights

All mission flights (tactical) shall file a flight plan with ILC who will ensure flight following procedure is followed. Mission flights will be documented using ROSS or the resource order form. Special Use Flights are generally resource oriented flights and will require a Project Aviation Safety Plan and a Flight Request Form.

All point-to-point flights will have a Flight Request Form filled out.

24.1 Flight Following

Flight following procedures for aircraft flying non point-to-point require a status check at 15 minute intervals. This can be accomplished utilizing Automated Flight Following (AFF) or by radio check-ins. The following will be documented at each 15 minute interval:

1. Time of Check in
2. Current position of aircraft (latitude/Longitude and geographic landmark if known).
3. Direction of travel (unless orbiting or consistently working in one area).
4. Any changes in flight plan or status

Prior to any flight, the dispatcher should have a full understanding of the purpose of the mission, destination, duration, persons on board, check-in intervals, communication networks,

and emergency procedures in the event of an accident/mishap. The dispatcher and pilot must agree to which method of flight following will take place (AFF or radio check-ins). Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a mission, divert the aircraft to a higher priority, or relay other critical information regarding hazardous weather, TFR, etc. Regardless of AFF being used, radio communications must be maintained with all aircraft which the dispatcher has agreed to flight follow. If radio communications cannot be maintained through the duration of the flight, the flight will be immediately terminated and the dispatch office contacted. For flights crossing dispatch area boundaries and when the aircraft has flown out of radio contact, the dispatch center area it has flown into will be contacted and the aircraft "hand off" will occur. The flight will not be closed out until ILC has confirmed the other dispatch center has radio communications with the aircraft.

24.2 Aircraft Accident/Incident Reporting

All accidents and incidents will immediately be reported to ILC, the Forest Aviation Officer, and appropriate line officers. Emergency procedures will be followed as stated in the Aircraft Incident/Accident Response Guide. SAFECOMS need to be filled out by individuals who were witness or were involved in the incident. A copy of the SAFECOM will be provided to the Aviation Officer.

24.3 Overdue and Missing Aircraft refer to Eastern Area Mobilization Guide

25 Predictive Services

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources. The information processed needs to be complete, accurate and timely.

ILC is responsible for posting the daily situation reports, resource status, and other information on the ILC web page daily. <http://www.fs.fed.us/r9/forests/shawnee/ilicc/>. Upon receipt of critical information, such as Red Flag Warnings, ILC will distribute that immediately to all cooperators and field personnel. The warnings will be faxed to cooperators and will be read over the radio to all field personnel.

During periods of high activity, EACC will be kept informed of significant activity via phone calls through out the day. These updates do not take the place of the situation report or any other reporting requirements.

25.1 Incident Status Summary (ICS-209)

ICS-209 is required for any wildfire which exceeds 100 acres in timber, or 300 acres in grass/sagebrush fuels or when an IMT is assigned, or when significant activity occurs on a WFU. The ILC dispatcher with input from the ICT4 or ICT3 is responsible for completing the ICS-209 and submits with the Daily Situation Report to EACC.

25.2 Interagency Situation Report (SIT)

The Illinois Interagency Dispatch Center will submit information on fire activity for inclusion in the National Situation Report by 1600 hours daily during fire season and at other times when requested.

All units within the ILC area of influence should report activity daily to ILC for inclusion into the daily SIT report. This includes wildland fire and prescribed fire activity with the following information needed: number of fires, number of acres burned, resources committed, anticipated problems, extreme control problems/fire behavior, or any other significant information. This information is due to ILC by 1400 for inclusion into the Daily Situation Report. It can be submitted via radio, telephone, or fax.

The remarks section of the SIT report should include the following:

- weather synopsis of the general vicinity
- brief analysis/prognosis
- other significant information

25.3 Daily Resource Status This report will contain the status of all ILC area resources and national resources physically located within the ILC area of influence, excluding aircraft. Daily Resource Status will be posted on the daily briefing and uploaded onto the ILC website **as well as the Illinois Interagency Dispatch Centers Wildweb page**. These resources include Engines and Crews. ILC will status availability in ROSS.

25.4 Overhead Availability

All red carded and support personnel are encouraged to report their availability via ROSS, however personnel may also contact the dispatch center. Individuals who do not report their availability are considered unavailable, and will not be considered for assignments. Individuals are encouraged to report any changes in their availability as it occurs. Reporting availability, other than local is automatically forwarded to EACC in the ROSS program.

It is understood that any individual on the availability list has their supervisor's permission to take a fire assignment.

25.5 Prescribed Fire Notification

Any unit planning on conducting a prescribed fire, needs to notify ILC one day prior to the planned ignition. The information provided will be put into the Daily Situation Report- Prescribed Fire Information and submitted to EACC.

25.6 ILC Annual Report

ILC will generate an Annual Report to be completed and submitted to EACC by January 15th. Copies will be sent to the Shawnee National Forest, Midewin National Tall Grass Prairie, and Region 3 Fish and Wildlife Service FMO's, as well as the Illinois Department of Natural Resources Forest Fire Supervisor, and the NPS Park Superintendent. Additional copies will be sent to the Shawnee National Forest and Midewin National Tall Grass Prairie program Supervisors as well as being posted on the ILC website:
<http://www.fs.fed.us/r9/forests/shawnee/ilicc/>

26 Illinois Interagency Dispatch Center Preparedness Levels

Preparedness levels used for dispatch response areas for the Illinois Interagency Dispatch Center are based on the National Fire Danger Rating System (NFDRS) implemented through Weather Information Management System (WIMS) and are set as follows;

| <u>Preparedness Level</u> | <u>Fire Danger Adjective</u> |
|---------------------------|------------------------------|
| 1 | LOW |
| 2 | MODERATE |
| 3 | HIGH |
| 4 | VERY HIGH |
| 5 | EXTREME |

The Preparedness Level and Fire Danger Adjective are determined by use of the Burning Index (BI) / Ignition Component (IC) Matrix found in Appendix A.

Regional Preparedness Levels are found in the Eastern Area Mobilization Guide National Preparedness Levels are found in the National Interagency Mobilization Guide.